

SECURITY INVESTIGATOR (SENIOR), FSN-705-9

13. BASIC FUNCTION OF THE POSITION:

Performs personal security and criminal investigations as directed by the Regional Security Officer. Acts as a liaison to the Kazakhstani law enforcement community ensuring the security of US government personnel and property. Acts as the immediate supervisor for the security office's Junior Investigator.

14. MAJOR DUTIES AND RESPONSIBILITIES:

Performs the full range of personal background security investigative duties relating to the determination of suitability for employment with the embassy or associated agencies of Foreign Service local job applicants. Verifies the authenticity of education and employment documents. Writing reports that will be the basis for the determination of the applicants' suitability for employment. Manages files of all FSN initial investigations and periodic re-investigations containing sensitive personal and professional information. Conducts investigations of suspected fraud, theft of USG property, allegations of malfeasance, fiscal irregularities, vehicle accidents, security incidents and various crimes against embassy personnel. This involves planning, investigating, fact-finding, evaluating, and writing reports. Conducts investigations into a variety of cases concerning suspected fraudulent actions committed for the purpose of obtaining visas to include: sham marriages, false identity, fraudulent claims of relationship to a U.S. citizen or U.S. Company. Investigates the most complicated and sensitive cases involving Embassy employees and crimes against or committed by US citizens in Kazakhstan.

65%

Acts as first point of contact for all host country law enforcement agencies in conducting personal liaison with Regional Security Officer or other US law enforcement agencies accredited to Kazakhstan. Acts as a liaison between the GOK and the Anti-Terrorist Assistance Program. Conducts background investigations on candidates for International Law programs, International Visitors program, or Marshall Center courses. Coordinates itineraries, ticket and visa issuance, and correspondence. Routinely communicates with GOK representatives to ensure a successful program.

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Acts as liaison with Kazakhstani law enforcement community to include the Presidential Security Service and the Ministry of Internal Affairs in order to ensure the protection of diplomats, USG property or visiting dignitaries. Acts as primary advisor to the Regional Security Officer on use of host country law enforcement and security contacts as well as recommending strategy towards achievement of the desired objective in enhancing security for the Mission and American interests in country.

10%

Acts as a backup for Residential Security Coordinator. Assists in ordering the procurement of alarm systems through residential security monitoring service contractor, sometimes in the tens of thousands of dollars. Can issue instructions/assignments to the Guard Force Commander, Asst Commander and Residential Security Coordinator as necessary to assist in investigation of residential security incidents, surveillance incidents, motorvehicle accidents and VIP visits. Acts as the immediate supervisor for Junior Investigator. Trains and assists Junior Investigator in investigative techniques, development of personal interviews, and methods of improving liaison with local authorities. Other duties as assigned.

10%

15. QUALIFICATIONS REQUIRED:

a) Education: Completion of one or more years college-level study is required.

b) Prior Work Experience: From three to five years of progressively responsible experience in investigative type work.

c) Post Entry Training: Foreign Service National Investigator Training: Basic, Intermediate and In-Service.

d) Language Proficiency: Level IV (fluent) English and Russian is required. Level II of Kazakh is required.

e) Knowledge: A good working knowledge of documentary source of information and familiarity with pertinent Kazakhstan and U.S. laws. A working knowledge of the FAM pertaining to security and the Bureau of Diplomatic Security's Instructions and Procedures.

f) Skills and Abilities: Ability to maintain extensive contacts with officials of various local agencies. Ability to exercise initiative and resourcefulness in obtaining information or evidence during complex investigations. Conduct interviews with witnesses, develop and follow leads and ferret out documentary evidence. Ability to draft precise reports in English. Must demonstrate expert depth of knowledge of host country criminal, administrative and traffic laws.

16. POSITION ELEMENTS:

a) Supervision Received: Incumbent works under the direct supervision of the Regional Security Officer (FS-02).

b) Available Guidelines: FAM pertaining to security and the Bureau of Diplomatic Security's Instructions and Procedures. Supervisor's instructions. Kazakhstani laws relating to marriage, divorce, adoption, legitimization, and military service.

- c) **Exercise of Judgment:** Incumbent must consistently exercise good judgement.
- d) **Authority to Make Commitments:** Incumbent does not have authority to make commitments on behalf of the Embassy or the Regional Security Office.
- e) **Nature, Level, and Purpose of Contacts:** As a representative of the American Embassy and the Regional Security Office the incumbent must develop, maintain and promote good personal contact with top and mid-elements of the Kazakhstani law enforcement community.
- f) **Supervision Exercised:** Incumbent has direct supervision over the Embassy junior investigator.
- g) **Time Required to Perform Full Range of Duties after entry into the Position:**
One year.